

**STATE OF NEW JERSEY**BUREAU OF PURCHASE  
33 WEST STATE ST 8TH FL TRENTON, NJ 08625-0230**PROFESSIONAL CONTRACT**CONFERENCE, BANQUET, AND HOTEL  
FACILITY RENTAL STATEWIDE

NUMBER : A65342  
DATE : 04/07/06  
BUYER : DOREICA HOLT  
PHONE : (609) 633-3907  
EFFECTIVE DATE : 04/07/06  
EXPIRATION DATE : 04/06/08  
T-NUMBER : T0364  
CONTRACTOR : HARRISON CONFERENCE SERVICES

PAGE: 1

HARRISON CONFERENCE SERVICES  
900 SCUDDERS MILL ROAD  
PLAINSBORO NJ 08536

VENDOR NO. : 112730949 00  
VENDOR PHONE : (000)000-0000  
FEIN/SSN : 112730949  
REQ AGENCY : 822050  
BUREAU OF PURCHASE

AGENCY REQ NO. :  
PURCH REQ NO. : 1029301  
FISCAL YEAR : 06  
COMMODITY CODE : 97165  
SOLICITATION # : 37162  
BID OPEN DATE : 02/28/06

TERM CONTRACT FROM: 04/07/06 TO: 04/06/08 ESTIMATED AMOUNT: \$ .00

1. ORDERING PERIOD: CONTRACT BEGINNING ORDERING PERIOD IS:04/07/06  
CONTRACT ENDING ORDERING PERIOD DATE IS:04/06/08
2. F.O.B. POINT: DESTINATION
3. DELIVERY DELIVERY WILL BE MADE WITHIN AS SPECIFIED ELSEWHERE UNLESS  
SPECIFIED DIFFERENTLY ON EACH LINE OR UNLESS AN ALTERNATE  
DELIVERY SCHEDULE IS INDICATED. AN ALTERNATE DELIVERY  
SCHEDULE IS ENCLOSED HEREIN: YES
4. CASH DISCOUNT TERMS: CASH DISCOUNT TERMS ARE 00.00% DAYS.
5. PERFORMANCE BOND: PERFORMANCE BOND REQUIRED: NO ; DATE REQUIRED 00/00/00  
AMOUNT \$0 ; PERCENT OF CONTRACT 0.00%
6. RETAINAGE: RETAINAGE PERCENT IS 0.00%
7. COOPERATIVE PROC: THIS CONTRACT IS AVAILABLE FOR POLITICAL SUBDIVISION USE UNDER  
THE COOPERATIVE PROCUREMENT PROGRAM NO
8. BID REFERENCE NO: YOUR BID REFERENCE NUMBER IS:
9. AWARDED LINES: YOU WERE AWARDED 1 LINES FROM THE SOLICITATION NUMBER 37162 .  
THESE LINES ARE INCLUDED AS A PART OF THIS CONTRACT.

ALL TERMS AND CONDITIONS AS A PART OF SOLICITATION NUMBER 37162 INCLUDING ANY ADDENDA  
THERE TO AND ALSO INCLUDING THE BIDDER'S PROPOSAL AS ACCEPTED BY THE STATE ARE  
INCLUDED HEREIN BY REFERENCE AND MADE PART HEREOF EXCEPT AS SPECIFIED HEREIN

THIS IS NOTICE OF ACCEPTANCE BY THE DIRECTOR OF THE DIVISION OF PURCHASE AND  
PROPERTY ACTING FOR AND ON BEHALF OF THE STATE OF NEW JERSEY, OF THE OFFER  
REFERENCED ABOVE BY YOUR FIRM WHOSE NAME AND ADDRESS APPEAR ABOVE.

Doreica Holt  
BUYER

4-10-06  
DATE

\*\*\* ORIGINAL SIGNED \*\*\*  
\_\_\_\_\_  
FOR DIRECTOR DATE  
DIVISION OF PURCHASE AND PROPERTY

USING AGENCIES CANNOT PROCESS INVOICES FOR PAYMENT OF DELIVERED  
GOODS AND/OR SERVICES UNTIL THE PROPERLY EXECUTED BOND HAS BEEN  
RECEIVED AND ACCEPTED BY THE PURCHASE BUREAU.

PURCHASE BUREAU (FILE COPY)

| PRICE SHEET  |  | PROFESSIONAL CONTRACT   |      |                                 |                            |
|--|--|---|------|---------------------------------|----------------------------|
| BUREAU OF PURCHASE<br>PURCHASE BUREAU<br>STATE OF NEW JERSEY<br>33 WEST STATE ST 8TH FL<br>PO BOX 230<br>TRENTON NJ 08625-0230 |  | NUMBER : A65342<br>T-NUMBER : T0364<br><br>CONTRACTOR: HARRISON CONFERENCE SERVICES |      |                                 | PAGE<br><br>2              |
| LINE NO.   | COMMODITY/SERVICE DESCRIPTION  | ESTIMATED QUANTITY  | UNIT | UNIT PRICE OR PERCENT DISCOUNTS | EXTENDED AMT IF APPLICABLE |
| 00001  | UNLESS SPECIFIED OTHERWISE BELOW:<br>SHIP TO: R1<br>STATE-WIDE ONLY<br><br>COMMODITY CODE: 971-65-015726<br>[ROOM RENTAL OR LEASE FOR CONFERENCES,...]<br><br>ITEM DESCRIPTION:<br>CONFERENCE, BANQUET AND HOTEL FACILITY RENTAL.<br><br>THIS PRICE LINE IS FOR STATE AGENCY USE ONLY. THE USING AGENCY SHALL USE THIS PRICE LINE FOR ALL PURCHASE ORDERS AND PAYMENT ACTIVITY FOR THIS CONTRACT. THE USING AGENCY SHALL FOLLOW SELECTION PROCEDURES THAT WILL BE IN THE NOTIFICATION OF AWARD (NOA) FOR METHOD OF ENGAGEMENT. CONFIRMATION TO THE CONTRACTOR SHALL BE VIA PURCHASE ORDER FOR SPECIFIC EVENTS AS NOTED IN WRITTEN QUOTES SUBMITTED WITH THE BID PROPOSAL. PRICES ON THE WRITTEN QUOTES CANNOT EXCEED MAXIMUM RATE SUBMITTED BY THE CONTRACTOR WITH THE BID PROPOSAL AND CONTAINED IN THE NOA. THE USING AGENCY SHALL ENTER THE TOTAL QUOTE PRICE AS "CATALOG" PRICE WITH A NET OR ZERO DISCOUNT. | 1   | EACH | NET                             |                            |

**BIDDERS DATA SHEET**

Facility Information

06-X-37162

The bidder shall provide the following information

- 1) Indicate below if the facility is in compliance with the American Disabilities Act and/or the NJ Barrier Sub-code.

☐ American Disabilities Act☐ NJ Barrier Sub code☐ Both

- 2) Facility popular brand name: Harrison Conference Center : Hotel

- 3) Street address: 900 Scudders Mill Road  
Plainsboro, NJ 08536

- 4) Telephone number: 609-936-4200 Facsimile number: 609-936-6513

- 5) Federal Identification Number (FEIN #): 952051630

- 6) Name of person to contact for this contract: Katie Schondel

- 7) Contact telephone number: 609-279-6454 Facsimile number: 609-252-8212

- 8) Contact email address (optional): KSchondel@harrisonprinceton.com

- 9) Number of guest rooms for overnight lodging: 365

- 10) Regional location of the facility: ☐ Northern ☒ Central ☐ Southern

- 11) Provide the facility's confirmation and cancellation policy below or provide policy separately. Policy must be submitted with the bid proposal.

- Enclosed document regarding cancellation policy

- Government per diem Rates Available but not guaranteed - Room Rates

- Complete meeting package - includes overnight accommodations

\$299.00 single occupancy

\$199.00 double occupancy

Enclosed sell sheets - Complete meeting package  
Day meeting package

## **Harrison Conference Center & Hotel** **Cancellation Policy**

### **CANCELLATION AND PERFORMANCE**

The rates offered by us are based in part upon the total gross revenue anticipated by us from your agreement to use and pay for the conference packages, rooms and events listed on the opposite side. You understand and agree that an assessment will be charged for cancellations in all or any part of the space reserved, change of date, or reduction in the number of participants. This assessment is determined upon our receipt of advance written notice of the scheduled date according to the schedule outlined. Cancellation damages will be calculated as a percentage, based on the date of cancellation listed below, of total anticipated gross revenues from all contracted conference packages, sleeping rooms, food and beverage and meeting room rental listed in this agreement ("Total Contracted Price of Accommodations/Packages and Breakout rooms")

| <b><u>Date of Cancellation</u></b>    | <b><u>Percentage owed</u></b> |
|---------------------------------------|-------------------------------|
| Date of signing to 90 days in advance | 25%                           |
| 89 days to 60 days in advance         | 45%                           |
| 59 to 30 days in advance              | 60%                           |
| 29 to 14 days in advance              | 75%                           |
| 13 to 2 days in advance               | 95%                           |
| 48 hours or less in advance           | 100%                          |

# *Day Meeting Package (DMP)*

## *Continental Breakfast and Lunch*

(All meal gratuities included)

## *Fully Equipped, Ergonomic Appointed Conference Room*

### *Standard Audio Visual Equipment*

|                              |   |
|------------------------------|---|
| LCD Projector                | 35mm Slide Projector with Remote                    |
| VCR & Color Monitor          | Overhead Projector and Screen with Remote           |
| Standing Podium & Microphone | Flipchart with markers and tape (one per 25 people) |

### *Breakout Rooms*

Breakout rooms are included in the DMP based upon the following scale:

|                 |                       |
|-----------------|-----------------------|
| One Breakout    | 10 to 30 guest rooms  |
| Two Breakouts   | 31 to 45 guest rooms  |
| Three Breakouts | 46 to 60 guest rooms  |
| Four Breakouts  | 61 to 100 guest rooms |

Additional breakout rooms are available for a surcharge of \$200 per breakout, per day. One flipchart with markers, overhead projector and screen will be provided in each breakout at no charge, if requested. Additional equipment requested will be charged accordingly.

### *Conference Planning Staff*

A Conference Planning Manager will be assigned to work closely with you in the coordination of your program.

### *Complete Business Center Facilities*

|                    |  |
|--------------------|--|
| Copying            | Desktop publishing                         |
| Word processing    | Printing needs                             |
| Facsimile services | Shipping services: FedEx, DHL, U.S. Postal |

### *Continuous Coffee Breaks*

Coffee breaks are available throughout the conference floor from 7:30 am to 5:00 pm. For your convenience, food will be served in conjunction with your meeting breaks 7:30 am-11:00 am & 1:00 pm-4:00 pm.

### *On-Premise Parking*

### *Recreational Facilities*

|                            |                       |
|----------------------------|-----------------------|
| Chauncey Bar & Grill       | Volleyball            |
| Solomon Dining Room        | Basketball            |
| Fully equipped Health Club | Outdoor pool          |
| Tennis                     | Walking/Hiking Trails |



# *Complete Meeting Package (CMP)*

## *Deluxe Guestroom Accommodations*

## *Complete Dinner, Breakfast and Lunch*

Buffet Breakfast, Lunch and Dinner (All meal gratuities included)

## *Fully Equipped, Ergonomic Appointed Conference Room*

## *Standard Audio Visual Equipment*

|                              |   |
|------------------------------|---|
| LCD Projector                | 35mm Slide Projector with Remote                    |
| VCR & Color Monitor          | Overhead Projector and Screen with Remote           |
| Standing Podium & Microphone | Flipchart with markers and tape (one per 25 people) |

## *Breakout Rooms*

Breakout rooms are included in the CMP based upon the following scale:

|                 |                       |
|-----------------|-----------------------|
| One Breakout    | 10 to 30 guest rooms  |
| Two Breakouts   | 31 to 45 guest rooms  |
| Three Breakouts | 46 to 60 guest rooms  |
| Four Breakouts  | 61 to 100 guest rooms |

Additional breakout rooms are available for a surcharge of \$200 per breakout, per day. One flipchart with markers, overhead projector and screen will be provided in each breakout room at no charge, if requested. Additional equipment requested will be charged accordingly.

## *Conference Planning Staff*

A Conference Planning Manager will be assigned to work closely with you in the coordination of your program.

## *Complete Business Center Facilities*

|                    |  |
|--------------------|--|
| Copying            | Desktop publishing                         |
| Word processing    | Printing needs                             |
| Facsimile services | Shipping services: FedEx, DHL, U.S. Postal |

## *Continuous Coffee Breaks*

Coffee breaks are available throughout the conference floor from 7:30 am to 5:00 pm. For your convenience, food will be served in conjunction with your meeting breaks 7:30 am-11:00 am & 1:00 pm-4:00 pm.

## *On-Premise Parking*

## *Recreational Facilities*

|                            |                       |
|----------------------------|-----------------------|
| Chauncey Bar & Grill       | Volleyball            |
| Solomon Dining Room        | Basketball            |
| Fully equipped Health Club | Outdoor pool          |
| Tennis                     | Walking/Hiking Trails |

12) Provide the procedures for requesting special dietary meals:

7 days prior notice to accommodate

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**AUDIO, VIDEO INFORMATION**

- 1) Does your facility have an exclusive arrangement with an outside audiovisual contractor/equipment provider

☐ Yes

☒ No

If yes the following information shall be provided:

Name of audiovisual supplier: \_\_\_\_\_

Address of supplier: \_\_\_\_\_

Supplier's Federal Identification Number (FEIN): \_\_\_\_\_

Suppliers telephone Number: \_\_\_\_\_ Facsimile Number: \_\_\_\_\_

Name of supplier's contact person: \_\_\_\_\_

The bidder shall provide with the bid proposal all pricing for audiovisual services. These prices shall be firm through the term of the contract. If no prices for audiovisual services are submitted with the bid proposal and is offered to the State it will be at no cost to the State.

**PRICING AND SUPPORTING DETAILS TO BE COMPLETED BY THE BIDDER**

**CONFERENCE, BANQUET, AND HOTEL FACILITY RENTAL**

**Bid Number 06-X-37759**

**Food Services Charges**

Refer to RFP Section 3.0 (Scope of Work) for requirements. The bidder shall provide the following food services charges:

| Descriptions                         | Hours of Operation | Year 1                 | Year 2                 |
|--------------------------------------|--------------------|------------------------|------------------------|
| Continental Breakfast                |                    | \$ 11.00               | \$ 11.50               |
| Plated Breakfast                     |                    | \$ 25.00               | \$ 26.00               |
| Buffet Breakfast                     |                    | \$ included in package | \$ included in package |
| AM Break                             |                    | \$ included in package | \$ included in package |
| Plated Lunch                         |                    | \$ 30.00               | \$ 32.00               |
| Buffet Lunch                         |                    | \$ included in package | \$ included in package |
| Box Lunch                            |                    | \$ 18.00               | \$ 20.00               |
| PM Break                             |                    | \$ included in package | \$ included in package |
| Plated Dinner                        |                    | \$ 45.00               | \$ 50.00               |
| Buffet Dinner                        |                    | \$ included in package | \$ included in package |
| Snack Only                           |                    | \$ N/A                 | \$ N/A                 |
| Evening Reception                    |                    | \$ 25 min              | \$ 30 min              |
| Gratuity and/or services charge rate | N/A                | 19 %                   | 19 %                   |

or-included or-included

**Package Charge Rates**

The bidder may provide an alternate package pricing structure in the form of package rates. These charges, which are billed on a per person, per day basis are all inclusive of the following services required by the State for an event.

- ☐ Food (breakfast, AM break, lunch, PM break and dinner)
- ☐ Lodging
- ☐ Meeting rooms (all inclusive)
- ☐ Breakout rooms

If using the package price structure, the bidder must provide the following half day and full day per person package rate and the services charge (a.k.a. gratuity) rate must be enter below.



| Package Charge Rates                 | Year 1               | Year 2               |
|--------------------------------------|----------------------|----------------------|
| Half day package rates               | \$ 59- <sup>79</sup> | \$ 62- <sup>82</sup> |
| Full day package rates               | \$ 125.00            | \$ 130.00            |
| Gratuity and/or services charge rate | included %           | included %           |

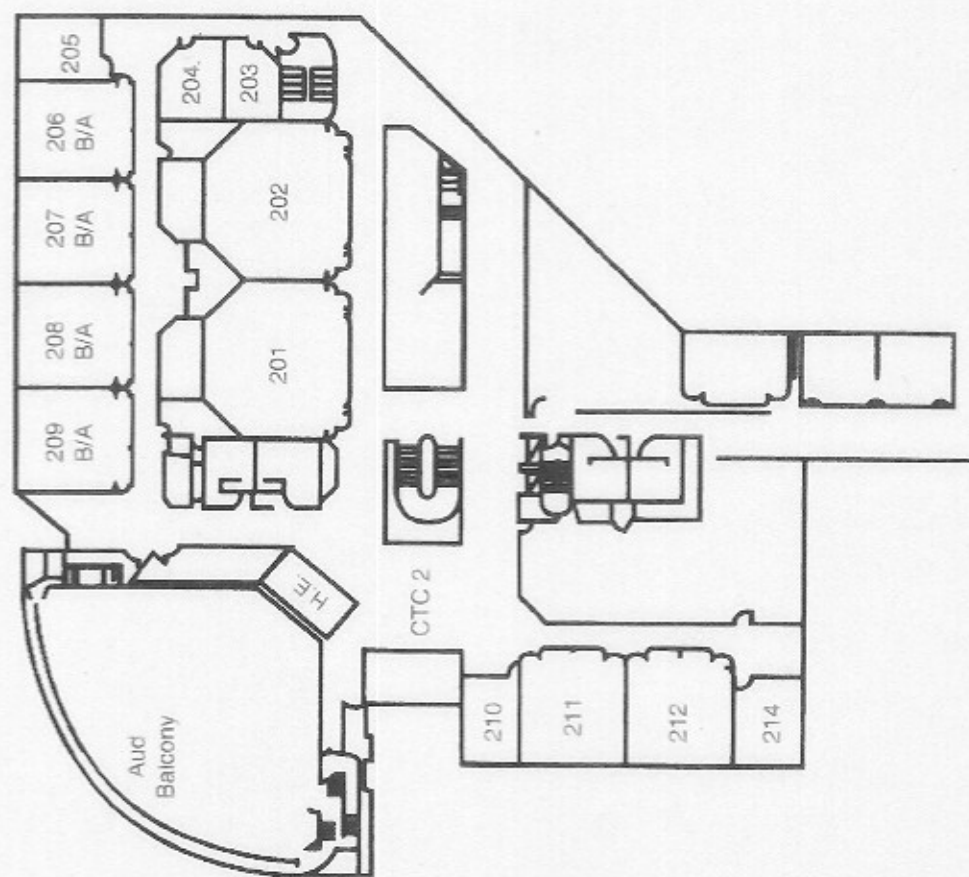
### Half Day Meeting Room Rates

The bidder shall provide the required information for the following half day meeting room rates. The bidder may attach this information but it must be indicate in the following.

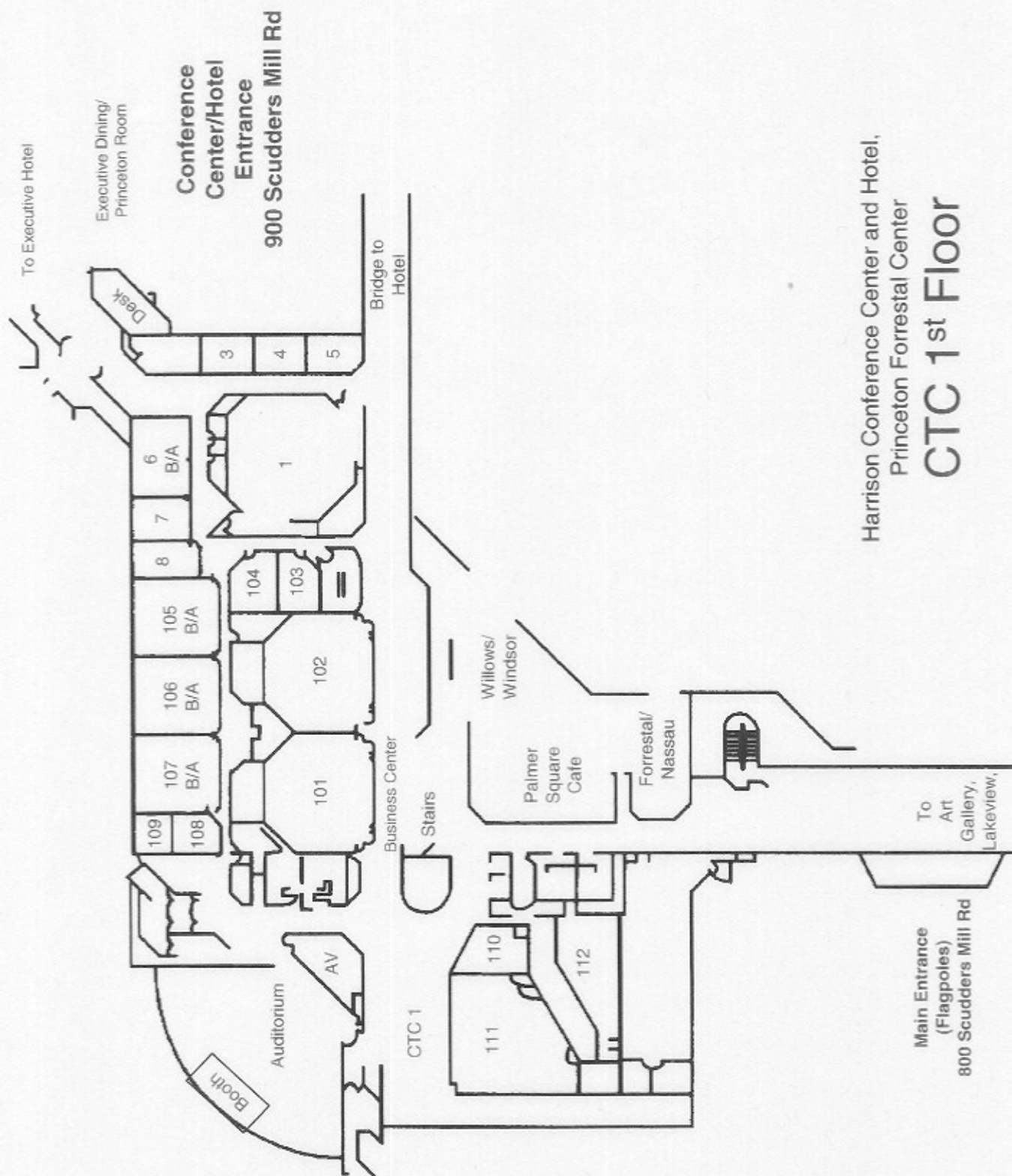
| Seating Style   | Room Name      | Seating Capacity | Year 1      | Year 2      |
|-----------------|----------------|------------------|-------------|-------------|
| Banquet         | Chart Enclosed |                  | \$ included | \$ included |
| Classroom       | Chart Enclosed |                  | \$          | \$          |
| Crescent Rounds | Chart Enclosed |                  | \$          | \$          |
| Conference      | Chart Enclosed |                  | \$          | \$          |
| Theater         | Chart Enclosed |                  | \$          | \$          |
| U-shape         | Chart Enclosed |                  | \$          | \$          |
| Other           | Chart Enclosed |                  | \$          | \$          |

### Full Day Meet Room Rates

The bidder shall provide the following full day meeting room rates. The bidder may attach this information but it must be indicate in the following.














Harrison Conference Center & Hotel, Princ  
CTC 2nd Floor



Harrison Conference Center and Hotel,  
Princeton Forrestal Center  
**CTC 1st Floor**



## Room Capacities

|                       |  |  |  |  |  |  |  |  |  |  |  |
|-----------------------|---|---|---|---|--|---|---|---|---|---|--|
| Auditorium (Room 100) | 7664  | 72'x71'   | 16'   | 400   | 0  | 0   | 0   | 0   | 0   | 0   | 0  |
| Room 1                | 3136  | 56'x56'   | 12'   | 100   | 175  | 11  | N/A   | 24  | 40  | 48  | 11   |
| Room 3                | 345   | 15'x23'   | 9'  | 12  | 20   | 1   | N/A   | 12  | 12  | 14  | 2  |
| Room 4                | 225   | 15'x15'   | 9'  | 8   | 16   | 1   | N/A   | 8   | 7   | 8   | 1  |
| Room 5                | 225   | 15'x15'   | 9'  | 8   | 16   | 1   | N/A   | 8   | 7   | 8   | 1  |
| Room 6                | 660   | 30'x22'   | 9'  | 20  | 40   | 4   | N/A   | 12  | 14  | 18  | 4  |
| Room 7                | 330   | 15'x22'   | 9'  | 8   | 20   | 2   | N/A   | 8   | 7   | 12  | 2  |
| Room 8                | 240   | 15'x16'   | 9'  | 12  | 16   | 2   | N/A   | 10  | 8   | 12  | 2  |
| Room 101/102          | 1886  | 46'x41'   | 10'   | 64  | 90   | 8   | N/A   | 22  | 30  | 44  | 9  |
| Room 103/104          | 368   | 23'x16'   | 9'  | 12  | 20   | 2   | N/A   | 12  | 12  | 14  | 2  |
| Room 105/106          | 868   | 31'x28'   | 9'  | 30  | 60   | 5   | N/A   | 16  | 20  | 28  | 5  |
| Room 107              | 868   | 31'x28'   | 9'  | 30  | 60   | 5   | N/A   | 16  | 20  | 28  | 5  |
| Room 108/109          | 240   | 15'x16'   | 9'  | 8   | 12   | 1   | N/A   | 8   | 7   | 10  | 1  |
| Room 110              | 345   | 23'x15'   | 9'  | 12  | 20   | 2   | N/A   | 12  | 10  | 14  | 2  |
| Room 111              | 1760  | 55'x32'   | 9'  | 72  | 90   | 8   | N/A   | 24  | 26  | 24  | 7  |
| Room 201              | 1886  | 46'x41'   | 10'   | 64  | 90   | 8   | N/A   | 22  | 30  | 44  | 9  |
| Room 203/204          | 368   | 23'x16'   | 9'  | 12  | 20   | 2   | N/A   | 12  | 12  | 14  | 2  |
| Room 205              | 270   | 15'x18'   | 9'  | 12  | 20   | 2   | N/A   | 12  | 12  | 14  | 2  |
| Room 206/207          | 868   | 31'x28'   | 9'  | 30  | 60   | 5   | N/A   | 16  | 20  | 28  | 5  |
| Room 208              | 868   | 31'x28'   | 9'  | 30  | 60   | 5   | N/A   | 16  | 20  | 28  | 5  |
| Room 210              | 360   | 24'x15'   | 9'  | 12  | 20   | 2   | N/A   | 12  | 12  | 18  | 2  |
| Room 211              | 660   | 30'x22'   | 9'  | 32  | 50   | 5   | N/A   | 16  | 20  | 32  | 5  |



| Seating Style   | Room Name      | Seating Capacity | Year 1             | Year 2             |
|-----------------|----------------|------------------|--------------------|--------------------|
| Banquet         | Chart Enclosed |                  | \$ <u>included</u> | \$ <u>included</u> |
| Classroom       | Chart Enclosed |                  | \$ <u>      </u>   | \$ <u>      </u>   |
| Crescent Rounds | Chart Enclosed |                  | \$ <u>      </u>   | \$ <u>      </u>   |
| Conference      | Chart Enclosed |                  | \$ <u>      </u>   | \$ <u>      </u>   |
| Theater         | Chart Enclosed |                  | \$ <u>      </u>   | \$ <u>      </u>   |
| U-shape         | Chart Enclosed |                  | \$ <u>      </u>   | \$ <u>      </u>   |
| Other           | Chart Enclosed |                  | \$ <u>      </u>   | \$ <u>      </u>   |

### Breakout Room Rates

The bidder shall provide following breakout room rates. These rooms shall be separate from the meeting rooms.

The bidder may attach this information but it must be indicate in the following.

|                              | Year 1              | Year 2              |
|------------------------------|---------------------|---------------------|
| Half Day Breakout Room Rates | \$ <u>300-5000</u>  | \$ <u>400-6000</u>  |
| Full Day Breakout Room Rates | \$ <u>600-10000</u> | \$ <u>700-12000</u> |

### Exhibit Charges

The bidder shall provide exhibit charges below.

|                                | Year 1              | Year 2              |
|--------------------------------|---------------------|---------------------|
| Exhibit Table Space Rental     | \$ <u>No Charge</u> | \$ <u>No Charge</u> |
| Exhibit Table Electric Charges | \$ <u>100</u>       | \$ <u>100</u>       |

The bidder shall submit all pricing with the bid proposal by completing the price sheets or the bidder may attach all applicable price lists. If the bidders submit attached pricing information it shall meet all the requirements of the bid proposal.